

The County of Placer, California

*Is seeking a highly skilled professional
for the position of*



Information Technology Manager

(Unclassified Management)



The annual salary for this unclassified management position is \$78,276 – \$95,148.

The County's CalPERS retirement formula is 2.5% @ 55 with the County paying 7% of the employee's 8% contribution. Plus an attractive benefits package.

Final filing date: 5:00 p.m. Friday, May 6, 2005

Placer County

One of the Fastest Growing Counties in the State

Affordable housing, top schools, a flourishing arts community, and low crime rate are attributes that make Placer County a wonderful place to live. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, Placer County has a quality of life that is truly a key to its attractiveness. Auburn, the County seat, is nestled above the fog line in the Sierra Nevada foothills and is considered the gateway to some of the finest and most picturesque outdoor recreation areas in northern California.

Recreational opportunities abound in Placer County. There are water sports of all types on crystal lakes, which dot the County’s landscape. Whitewater recreation is very popular on both the North and Middle forks of the American River, with Class II, III, and IV runs. Game fishing ranging from trout to bass is available to sports enthusiasts. Equestrian and mountain bike trails meander across the County for hundreds of miles, and backpacking is a popular activity in the Tahoe National Forest, Wildlife Areas, and the Auburn State Recreational Area. Placer County is also home to world-renowned ski resorts, including Squaw Valley, Alpine Meadows, Sugar Bowl, and Northstar at Tahoe.

Placer County has a population of 264,900 with an unincorporated population of 100,500. The incorporated cities include Roseville (85,500), Rocklin (41,000), Auburn (12,300), Lincoln (17,700), Loomis (6,150) and Colfax (1,650). The rapidly growing area of western Placer County includes the cities of Roseville, Rocklin and Lincoln and offers a variety of housing choices and suburban amenities including Sierra Community College and a regional shopping mall. Whether you choose to live in one of Placer County’s suburban communities or its bucolic foothills, your daily commute will not be long. The Placer County headquarters in Auburn is only 35 miles from Sacramento and 100 miles from San Francisco and Reno.

County Government

The County Government has an annual budget of about \$334 million and approximately 3,000 employees. It has a proud tradition of being a progressive local government bolstered by a visionary County Executive Officer and Board of Supervisors. The opportunity for personal and career growth abounds.



The Department

Placer County’s Health and Human Services Department consists of Administration, Adult System of Care, Children System of Care, Community Clinics, Community Health, Domestic Animal Control, Environmental Health, Human Services and Managed Care Systems. These divisions offer services throughout the County, with offices in Auburn, Roseville and the North Lake Tahoe area. Services are offered on-site in other communities as well. In total, the Health and Human Services Department

has 842 allocated permanent positions, 204 extra-help/temporary employees, and a volunteer workforce of 1,120.

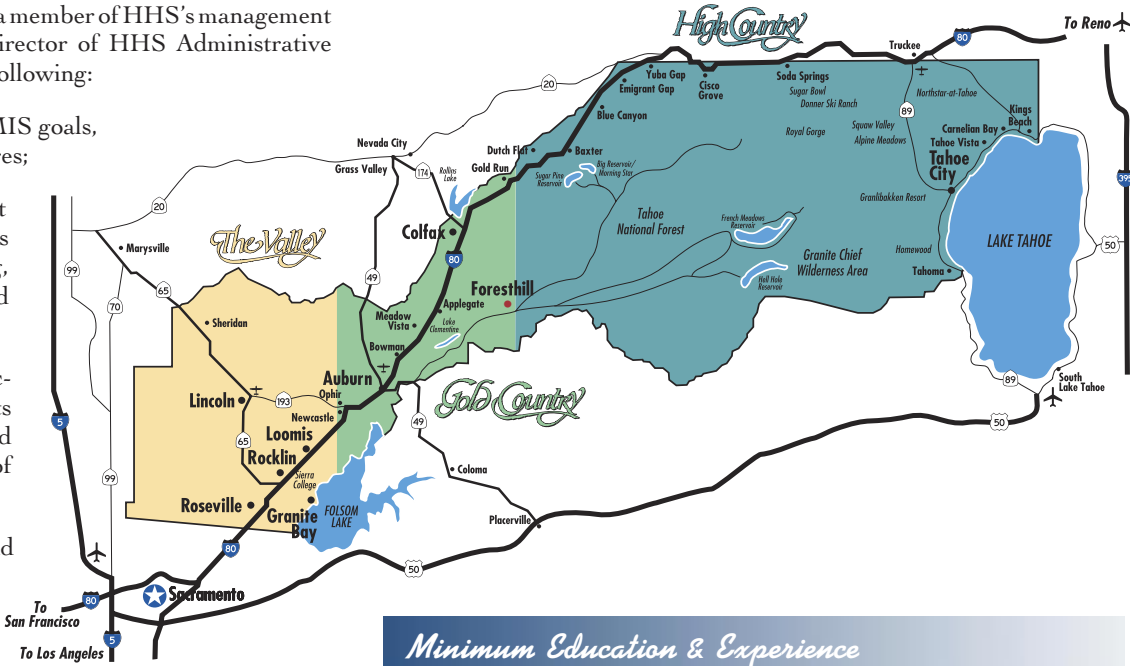
Placing people first, the Health and Human Services Department provides a unified system of quality services to safeguard the health and well being of the people in the community. To realize its mission, the department strives to keep Placer County citizens safe, healthy, at home or work, succeeding in school or work, out of trouble and self-sufficient. The Health and Human Services Department is restructuring the County’s health and social services to promote and sustain the public’s health and safety by preventing serious needs before they occur, thereby avoiding long-term services and reducing human and financial costs. However, when individuals and families require public assistance and/or health services due to personal hardship and circumstances, the fundamental goal is to provide a safety net of family-focused, locally accessible, non-bureaucratic and integrated services that enable and empower the people served to attain self-sufficiency, improved health, personal safety, and dignity.

The Position

The Information Technology Manager is an unclassified management position that reports to the Director of the Administrative Services Division in the Health and Human Services (HHS) Department. The position is responsible to plan, organize, direct and manage the activities of Health and Human Services Management Information Systems (HHS-MIS) including the operations of the computer networks, systems analysis, development or acquisitions, and computer installations and support; coordinate HHS-MIS operations and activities with HHS divisions, Placer County Administrative Services Information Technology Systems Division (County IT), and other County departments; and provide highly complex staff assistance to assigned management.

The successful candidate will serve as a member of HHS’s management team and, under direction of the Director of HHS Administrative Services, will be responsible for the following:

- Develop and implement HHS-MIS goals, objectives, policies and procedures;
- Plan, organize and direct HHS information systems activities including planning, implementation, support and troubleshooting;
- Evaluate and prepare recommendations on requests for systems development and equipment or the feasibility of computer applications;
- Coordinate communications and working relationships with internal customers, outside service providers and other agencies;
- Provide oversight and coordination of emergency response capability for computer service on a 7-day, 24-hour basis;
- Possess excellent interpersonal, team building, budget management and supervisory skills;
- Direct, oversee and participate in the development of the HHS Information Technology operations work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures;
- Prepare the HHS Information Technology operations budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget;
- Recommend the appointment of HHS-MIS personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of HHS-MIS;
- Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.



Minimum Education & Experience

The minimum requirements for this position are:

Experience: Five years of increasingly responsible experience in Information Technology involving direct experience in systems development, programming and/or operations; including two years of supervisory responsibility.

Training: Equivalent to a bachelor’s degree from an accredited college or university with major course work in computer science, information systems, telecommunications management, business administration, public administration or a related field. A Masters degree is desirable.

License/Certificate: Possession of, or ability to obtain, a valid driver’s license. Proof of adequate vehicle insurance and medical clearance may also be required.

A complete job description is available on our website at <http://www.placer.ca.gov/personnel/job-descriptions.htm> or upon request by calling (530) 889-4060.

In addition to the minimum education and experience, the ideal candidate for Information Technology Manager will possess the following attributes:

- Ability to collaborate with numerous internal and external stakeholders to anticipate the HHS Department’s IT/MIS needs, communicate alternative solutions or consequences of proposed

Compensation and Benefits

Placer County offers an attractive and competitive benefits package, including:

Salary

The annual base salary range for this unclassified management position is \$78,276 to \$95,148 paid biweekly (26 pay periods annually). This salary range will be increased to \$81,407 to \$98,953 with a 4% cost of living adjustment effective June 25, 2005. A longevity increase of 5% is added to the salary after five years are attained at the top step.

Supplemental Compensation

The County provides \$1,500 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401(k) plan.

Retirement Plans

Employees are covered by the California Public Employee Retirement System (CalPERS)

and Social Security. The County’s CalPERS Retirement formula is 2.5% at 55, based on single highest year’s compensation. The County pays 7% of the employee’s 8% CalPERS contribution. The County reports the value of this contribution to CalPERS as special compensation (EPMC) to be included in the calculation of retirement benefits. Retirement eligibility is five years of service and age 50. The County also offers voluntary 457 and 401(k) deferred compensation plans with a choice of two different providers each and many investment options.

Annual Leave

The County provides management employees with a competitive leave package that includes a minimum of two weeks vacation, 12 days of sick leave, 13 paid holidays, and 72 hours of management leave. Additional hours of management leave are available based on annual salary using an established formula.

Health Insurance

Health coverage is available through CalPERS with the county paying all or most of the cost for the employee as well as dependents, depending on the coverage selected. The County contribution

for retiree health insurance premiums for employees hired after January 1, 2005 requires ten years of CalPERS service, five years of which must have been with Placer County before becoming eligible for a graduated benefit. The percentage of the County contribution toward the County-paid health premium starts at 50% with ten years of service and increases 5% for each additional years of service to a maximum of 100% at 20 years.

Dental & Vision Insurance

Dental and vision insurance are fully paid for the employee, dependent dental and vision coverage is also available. Dental coverage for the employee continues in retirement.

Life Insurance

A fully paid double-indemnity life insurance policy of \$50,000 is provided, which converts to a \$25,000 policy upon retirement from the County with ten or more years of service. An accidental death policy of \$10,000 is also fully paid. Increased coverage for the employee and/or dependents is available at the employee’s expense.

actions, and implement recommendations in support of county, department, and division goals.

- Ability to reason logically and present ideas persuasively to representatives from HHS divisions, HHS management, County IT, other county departments, vendors and contractors.
- Ability to create and maintain a team atmosphere and provide leadership in problem solving and decision making in an environment of diminishing financial resources and human capital.
- Ability to lead by building consensus.
- A history of candor, integrity, flexibility, diplomacy, and credibility.
- Ability to establish and maintain effective and productive work relationships with internal and external stakeholders, including division representatives, HHS management, County IT, other county departments, vendors and contractors.

Application Process

To be considered for this excellent career opportunity, please submit a completed **application for employment and responses to the supplemental questions** by 5:00 p.m. Friday, May 6, 2005.

Please note: Resumes will not be accepted in lieu of a Placer County Application for Employment. Application materials can be obtained on our Web site at www.placer.ca.gov/personnel or by calling the job line at (530) 889-4070. Submit your application materials and responses to the supplemental questions to:

Placer County Personnel Department
175 Fulweiler Avenue
Auburn, CA 95603
(530) 889-4070

An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates, who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant. It is anticipated that the interviews will be conducted in mid May. The department anticipates making an appointment to the position by late May. Appointment to this position will be contingent upon successful completion of a post-offer/pre-employment physical examination and background investigation.



equal opportunity employer

PERSONNEL DEPARTMENT

175 Fulweiler Avenue, Rm. 505
Auburn CA 95603
Telephone: (530) 889-4060
Job Line: (530) 889-4070
www.placer.ca.gov/jobs

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer. All hiring and employment decisions will be made without regard to sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), or marital status. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY
FOR ALL COUNTY FACILITIES.

Supplemental Questions

Be sure to answer the questions completely and accurately. Please limit your responses to **no more than** one typewritten page per question and include your name on each page submitted. **Indicating "no experience" in a specific area will not disqualify you from consideration.**

1. Health and Human Services Management Information Systems (HHS-MIS) supports nine autonomous networks and over 100 software applications that provide technological solutions to eight divisions responsible for direct client services and administrative support. Describe your experience planning, organizing, directing, and managing the operations and activities of a complex, collaborative Information Technology (IT) and/or Management Information Systems (MIS) organization. In your answer, include, where possible, the following:
 - A departmental organizational chart which reflects the overall organizational structure and where you fit into the organization in terms of the span of responsibility and reporting relationships;
 - A discussion of your specific duties, responsibilities, and accomplishments;
 - Any IT/MIS service delivery or redesign efforts for which you were responsible or in which you participated.
 - Any experience you may have with coordinating IT/MIS activities or services in child welfare, health, mental health, environmental health, social services, substance abuse services, clinical care, or animal services setting(s).
2. Describe your experience with planning, developing, implementing, managing, and evaluating the success of both strategic plans or business plans **and** IT project plans. In your answer, include the following:
 - How you have used such tools to manage your IT resources and projects;
 - How you maintain communication with your supervisor and project stakeholders.
3. Describe your experience in teambuilding and collaborating with multiple department, division, and outside agency stakeholders with diverse goals or objectives to analyze IT needs, recommending priorities for resource allocations, and evaluating outcomes focused on achieving a common goal of improved customer service through an IT solution. In your answer, include the following:
 - The group(s) and/or agency(s) involved;
 - The purpose or goal of the group(s);
 - An example of a situation that required you to mediate differences among the group members, including the outcome, and what you might have done differently.
4. Describe your experience and/or training in budget development and administration. In your answer, include the following:
 - Your specific responsibilities;
 - The size of the budget;
 - The funding sources involved.
5. Placer County is one of the fastest growing counties in California. During this same period of rapid growth and escalating demand for client services, financial resources are diminishing and there is strong competition for human capital within the IT/MIS industry. Describe your experience working in an area experiencing rapid growth and diminishing resources. In your answer, include the following:
 - Your role in responding to increased service demands with limited resources;
 - Your specific duties and responsibilities;
 - Your role in implementing and managing change in response to growth.